

Indiana School Safety Specialist Academy

Basic Training Commitment Form

*Please return this form by mail to Ryan Stewart, Academy Support Specialist
151 West Ohio Street, Indianapolis, IN 46204 or by fax 317-232-9121.*

BASIC TRAINING REQUIREMENTS

The following requirements must be met to fulfill BASIC TRAINING and become fully certified as a **SCHOOL SAFETY SPECIALIST**:

- ✓ 2 Days of On-Site Training- This training is held in the fall on two consecutive days.
- ✓ On-Line Training to be completed by Spring Training Date
- ✓ 1 Day of On-Site Training-This final day of training is held in the spring.
- ✓ You must participate each subsequent year in 2 days of school safety training (Advanced Training) to remain certified as a School Safety Specialist. The *Indiana School Safety Specialist Academy* holds 2-day trainings both in the fall in spring in order to accommodate busy schedules. A calendar of upcoming training sessions is located on the Academy website at:
http://www.doe.state.in.us/issas/pdf/academy_training_dates.pdf.

ROLE OF A SCHOOL SAFETY SPECIALIST: Once a school safety specialist has completed Basic Training, it is expected that **all** school safety specialists who have been trained by the Academy are in charge of, or participate in, the following legally required responsibilities/activities on an annual and regular basis:

- Coordinate the review, editing, and updating of safety plans for your building and/or school district each school year.
 - Act as a resource for other individuals in the school corporation on issues related to school discipline, safety, security, and bullying prevention.
 - The school corporation's school safety specialist(s) shall provide materials to assist a **safe school committee** in developing a plan for the school that addresses the following issues:
 - (1) Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of a safe school. (2) Professional development needs for faculty and staff to implement methods that decrease problems identified under subdivision (1).
 - (3) Methods to encourage:
 - (A) involvement by the community and students;
 - (B) development of relationships between students and school faculty and staff.
- (IC 5-2-10.1-12)
- Participate each year in 2 days of Advanced Level training.

(See IC 5-2-10.1-9, or <http://www.doe.state.in.us/issas/pdf/law.pdf> for additional information)

Therefore, new enrollees are expected to make a long-term commitment as a school safety specialist. The certified school safety specialist is expected to return to their school corporation and provide training to other staff members of the school corporation.

ATTENDANCE: I agree and understand that the training sessions on **November 17-18, 2009** and **April 12, 2010** are **full day mandatory** attendance requirements and that excused absences would be at the discretion of the Department of Education, and allowable only for family and/or personal emergencies. **Excused absences will not be granted for any other purposes including extracurricular coaching/supervisory duties, or meetings.**

I have read and agree to the above responsibilities:

Print Name/ Participant's Signature

Date

Participants email address

Print Name/Superintendent's Signature

Date

Indiana School Safety Specialist Academy Registration Form

Basic Training – New Specialists Only

November 17-18, 2009

April 12, 2010

**TO: Ryan Stewart, Academy Support Specialist
Indiana School Safety Specialist Academy**

FROM: _____
(Please print or type name as you wish for it to appear in our database)

Title: _____

School Corporation: _____

School Building Name: _____

School Street Address: _____

City: _____ **Zip Code:** _____

County: _____

Phone: _____ **FAX:** _____

E-mail: _____
(please print to ensure accuracy)

**** Last Four Digits of Social Security Number:** _____

**** Date of Birth:** _____
(**this information is **required** if you want to receive CRU's)

Do you live more than 75 miles from the hotel location? If so, you are eligible for lodging.

- ☐ Yes
☐ No

Do you plan to make reservations for overnight lodging?

- ☐ Yes
☐ No

Reservations must be made by October 23, 2009. Please see attached information to make lodging reservations. Please FAX this form to Ryan Stewart at 317-232-9121 no later than October 23, 2009. Questions regarding registration contact Ryan at 317-234-1362 or rstewart@doe.in.gov.

Lodging Information for Basic Training

Please note the policies and procedures for free lodging while attending ISSSA Basic Level training.

Eligibility: Lodging will be provided for participants who qualify as non-commuters (traveling more than 75 miles one way). All onsite trainings take place at the **Sheraton Indianapolis Hotel & Suites, 8787 Keystone Crossing**, Indianapolis, Indiana 46240 (phone: 317-846-2700). Directions to the hotel are located on the Academy website at: <http://doe.state.in.us/issas/confdirections.html>.

Due to the increasing number of participants and a limited number of rooms, hotel reservations are on a first come, first serve basis and must be placed prior to the deadline. DOE will not be able to find additional lodging once the deadlines are past and the block of rooms is sold out.

To maximize the available rooms, it is requested that participants of the same gender from the same school corporation share rooms.

When making reservations, participants will have to provide a credit card for any incidental expenses such as long distance phone calls, room service, etc. This card will also be charged if participants do not attend and fail to cancel their room reservations.

Reservations must be completed online to be sure lodging is billed to the Academy.

November 17-18, 2009 Basic Training (days 1 & 2) (lodging for the nights of November 16-17):
<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0907243135&key=E0165> Registration Deadline: October 23, 2009.

April 12, 2009 Basic Training (final day) (lodging for the night of April 11):
<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0907243137&key=63AB3> Registration Deadline: March 25, 2010.

Questions regarding lodging should be directed to Ryan Stewart, at rstewart@doe.in.gov, or 317-234-1362.